

SMART Goal-Setting Worksheet

Step 1: Complete this worksheet for each of your stated goals.

My goal is to:

Step 2: Make your goal detailed and SPECIFIC. Answer who/what/where/how/when.
HOW will you reach this goal? List at least 3 action steps you'll take (be specific):

1.

2.

3.

Step 3: Make sure your goal is MEASURABLE. Add details, measurements and tracking details.
I will measure/track my goal by using the following methods:

I will know I've reached my goal when

Step 4: Make your goal ATTAINABLE. What additional resources do you need for success?

Items I need to achieve this goal:

How I'll find the time:

Things I need to learn more about:

People I can talk to for support:

Step 5: Make your goal RELEVANT. List *why*/ how your goal aligns with the UCC's organizational goals and objectives.

Step 6: Make your goal TIMEBOUND. Put a deadline on your goal and set some benchmarks.

I will reach my goal by (date):

My halfway measurement will be _____ on (date)

Add pages as needed

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Return this page to humanresources@ucc.org

Name:

Date:

Ministry:

My three SMART Goals are:

1.

2.

3.